

CITY OF FORT LAUDERDALE

Business Capital Improvement Program (BCIP)

and

Business Capital Improvement Grant Program (BCIGP)

Application for Fiscal Year 2003/2004



City of Fort Lauderdale Public Services Department
Engineering and Architectural Bureau
100 N. Andrews Avenue, 5th Floor
Fort Lauderdale, FL 33301
Phone: (954) 828-8954
Email: MarisolL@ci.fort-lauderdale.fl.us

To remove pages from the application booklet without tearing;

- 1) First, crease the page at the perforation;
- 2) Then, starting at the top, pull the page out gently while pressing down on the perforated stub.

Table of Contents

BCIP Eligibility and Application Guidelines	4 - 5
BCIGP Eligibility and Application Guidelines	6 - 7
Section I - Business Association Information	8
Section II - Project Information	10
Section III - Project Funding	12
Letter of Intent	14
Letter of Support/Agreement	15
Section IV - Project Maintenance	16
Maintenance Agreement	17
Volunteer Pledge Sheet	18
Application Checklist	19



City of Fort Lauderdale
Business Capital Improvement Program (BCIP)
and
Business Capital Improvement Grant Program (BCIGP)
Application for Fiscal Year 2003/2004

Completed applications, including all supplemental materials, must be received by the City of Fort Lauderdale Engineering and Architectural Bureau, 100 N. Andrews Avenue, 5th Floor, Fort Lauderdale, FL 33301, no later than 3:00 p.m. Tuesday, September 30, 2003.

Business Capital Improvement Program (BCIP) Eligibility:

Applications will be accepted from business associations that are currently registered with the State of Florida as not-for-profit corporations, and that have been operating in the City of Fort Lauderdale for a minimum of one year at the time of application.

Please note: For additional information about eligibility requirements, please consult the 2003/2004 BCIP/BCIGP Guide.

Application Guidelines for Grant Consideration:

1. Submit one original and 13 copies (14 sets total) of the completed application and all supporting documents that are required.
2. Attach all supporting documents **to the back of each application.** Bind each of the 14 completed sets individually and submit all sets together.
3. Provide one photograph of the project site(s) with each of the 14 completed sets of the application.
4. Provide a brief explanation of the proposed project (250 words or less).
5. Provide a budget statement that clearly outlines all funds needed to successfully complete the project (i.e., design cost, materials, installation, etc.).
6. Submit a Volunteer Pledge Sheet (if applicable).
7. Submit Letter(s) of Support from adjacent property owners.
***Required for all capital improvement projects, except brick paver crosswalks.**

Please note: If the proposed project entails the installation of speed humps as a traffic calming measure, an official survey must be conducted by the City of Fort Lauderdale to determine support for the project.

Outlined below is the process for speed hump requests:

- a. The association must first meet with Traffic Engineering and request a traffic study. Upon completion, Engineering will provide the association with the results of the study.
- b. The association must submit the traffic study as part of its BCIP application, along with current association minutes showing approval by the general membership for the proposed speed hump project.
- c. To meet the application deadline, associations may need to submit their traffic study request to the City's Engineering Division one year prior to the grant cycle in which they intend to apply for funds.
- d. If the applicant qualifies and ranks among those being recommended for funding, the City will conduct a consensus survey after the BCIP grant is awarded. The City will poll the property owners of the affected business community to determine whether or not there is consensus for the proposal.
- e. The grant award will be contingent upon the outcome of the official survey. That is, the survey must produce favorable results for the speed humps in order for the grant award to become effective.
- f. The grant will be terminated if the survey produces unfavorable results.

Please note: Applicants are strongly encouraged to plan ahead and coordinate this effort with the City's Traffic Engineering Division well in advance of submitting a BCIP application. The Traffic Engineering Division may be contacted at (954) 828-5772.

8. Provide Letter(s) of Support from current Board Members and Directors.
9. Provide current association minutes (not to exceed one year) showing approval for the proposed project by the general membership.
10. Association must agree to maintain the project once it has been completed and sign a BCIP Maintenance Agreement. (Please refer to the 2003/2004 BCIP/BCIGP Guide for the complete Maintenance Policy).
11. Provide financial proof of matching funds to include the following:
 - a. Letter(s) of Intent from private corporations or public entities that detail contributions of funds, materials/equipment or services to the project (if applicable), and/or
 - b. Current bank statement

Please note: If funds are not currently available in the association's bank account, a fundraising plan outlining how the association will generate the capital must be included with the application (i.e., type of fundraiser, timeframe targeted, number of campaigns to be held, and amount of funds expected to be raised).

Business Capital Improvement Grant Program (BCIGP) Eligibility:

The Business Capital Improvement Grant Program (BCIGP) is a pilot program that was endorsed by the Fort Lauderdale City Commission in March 2000. The program differs from the Business Capital Improvement Program (BCIP) in that it allows business associations to bid and enter into direct contractual agreements with licensed professionals to implement their business capital improvement project, as opposed to the City executing the project.

Associations seeking consideration for this grant must submit an application during the normal BCIP grant cycle and indicate their desire to implement their capital improvement project through this program. The BCIGP applications will go through the same selection and ranking process as BCIP applications. Upon notification of the grant award and full execution of the Revocable License and Maintenance Agreement, an association may proceed with the permit and implementation phase of the project.

Associations must meet the following criteria to be considered eligible to implement a capital improvement project under the BCIGP:

1. The association must be registered with the State of Florida as a not-for-profit corporation and be operating within the City of Fort Lauderdale for a minimum of one year at the time of application.
2. The proposed project must be within the City's right-of-way, property or easement dedicated for public use.
3. The proposed project must meet the City's Engineering Design and Construction standards and Florida Building Code, as applicable.
4. An appropriately licensed professional must design and certify the construction contract documents for the proposed project.
5. The association's contractor must obtain all applicable permits.
6. The association shall be responsible for securing or ensuring that the contractor secures a payment and performance bond. Payment and performance bonds are required for all work within the City's public right-of-way (ROW) prior to issuance of a permit. The bond shall be 150% of the cost of construction. The association shall ensure that the bond has been posted. The bond shall be posted in the form of a surety bond or cash in a form acceptable to the City. **The bond must name the City as an obligee and must be submitted to the City before any work will be permitted to begin.**
7. An appropriately licensed contractor must perform all work.
Exception: landscape that does not require digging more than 12" deep for installation.
8. The association's past history in implementing and maintaining projects will be taken into consideration for the grant award.
9. The association must adhere to the BCIGP Maintenance Agreement/Revocable License.

10. Projects must be constructed within a 12-month period. The 12-month period begins on the date the City Commission authorizes the Grant and Maintenance Agreement/Revocable License. Grant funds must be expended within this allotted timeframe. Grants will be forfeited if projects are not fully completed within the 12-month timeframe. If warranted, the City Manager or designee may grant an extension to the timeframe.
11. Projects funded in part or in whole by CDBG funds are not eligible.

If your association would like its project proposal to be considered under the Business Capital Improvement Grant Program (BCIGP), please indicate by checking the box below:

☐

Yes, my association would like this project proposal to be considered under the Business Capital Improvement Grant Program (BCIGP).

Application Deadline:

Completed applications, including all applicable exhibits and supporting documents, must be received by the City of Fort Lauderdale Engineering and Architectural Bureau no later than 3:00 p.m. Tuesday, September 30, 2003.

Please mail or deliver to:

City of Fort Lauderdale
Public Services Department
Engineering and Architectural Bureau
100 N. Andrews Avenue, 5th Floor
Fort Lauderdale, Florida 33301
Attention: Marisol Lotito, BCIP/BCIGP Program Manager

Incomplete or late application packets will not be considered
and will be returned to the applicant.

****Faxed copies or older versions of the grant application will not be accepted****

For more information, contact:

**Marisol Lotito, BCIP/BCIGP Program Manager:
Ph: (954) 828-8954 • Email: MarisolL@ci.fort-lauderdale.fl.us**

City of Fort Lauderdale BCIP and BCIGP

Application for Fiscal Year 2003/2004

*(Please type or print in black or blue ink. Pull out pages
from booklet at perforations and submit completed application.)*

SECTION I: BUSINESS ASSOCIATION INFORMATION

- A.** Business Association: _____
- B.** Date Incorporated: _____
- C.** Association Boundaries (Attach map, if possible):
Northern boundary: _____
Southern boundary: _____
Western boundary: _____
Eastern boundary: _____
- D.** Corporation ID Number: _____
- E.** E.I.N. Number: _____
- F.** Project's Primary Contact Person: _____
Mailing Address: _____

Daytime Telephone: _____
Evening Telephone: _____
Email Address: _____
- G.** Project's Secondary Contact Person: _____
(An alternate contact is **REQUIRED**)
Mailing Address: _____

Daytime Telephone: _____
Evening Telephone: _____
Email Address: _____

H. Number of businesses represented by the association: _____

I. Current Association President: _____

Please note: The association must certify that it meets the eligibility requirements outlined in the 2003/2004 BCIP/BCIGP Guide and, that if awarded the grant, the association will abide by the terms and conditions outlined in the Guide. If the association is not in compliance with the eligibility requirements, the grant application will not be considered beyond phase one of the grant review/selection process.

By signing below, I, _____, certify that:
(Association President)

A. _____ business association has met
(Name of Association)
the grant eligibility requirements outlined in the 2003/2004 BCIP/BCIGP Guide; and

B. If the BCIP or BCIGP grant is awarded, the business association agrees to match or exceed the grant award and to abide by all of the terms and conditions set forth in the City of Fort Lauderdale 2003/2004 BCIP/BCIGP Guide.

Signature: _____ Date: _____
(Association President)

SECTION II: PROJECT INFORMATION

- A. Project Location:** Please provide physical address. Attach map to the back of the application.

- B. In 250 words or less,** please outline the purpose of the project and the benefits that will be derived by the business community and/or the City:

[illegible]

[illegible]

SECTION III: PROJECT FUNDING

- A. Project Budget:** Please outline the proposed project budget. It is recommended that the association obtain at least one or two cost estimates from qualified contractors to establish the project budget and amount of funds to be requested.

Outline the project cost estimates and indicate how they were developed.

For example: Landscape and Irrigation improvement project

Estimate obtained from ABC Landscape Company, Inc. of Davie, Florida

Sprinkler system: 2,500 ft. @ \$4.00 per linear ft. = \$10,000

Labor for Installation: \$250 (10 - man hours @ \$25 per hour)

Pruning of roots: \$1,500 (flat fee)

30 - 15" ixora shrubs @ \$6.00 each = \$180

50 - 2 lb. bags of mulch @ \$4.00 each = \$200

Estimated project cost: \$12,130

BCIP/BCIGP Funds requested: \$6,065

Association cash match: \$6,065

- B.** Amount of BCIP/BCIGP funds requested (\$25,000 max): \$ _____

- C.** Dollar value of association's match (the amount of the match must be equal to or greater than the amount of BCIP/BCIGP funds being requested): \$ _____

I. What is the make-up of this funding?

- Association's Cash \$ _____
- Sweat Equity (community volunteers for manual labor) \$ _____
(Value of Sweat Equity: \$12 per hour per volunteer)
- Materials/Equipment \$ _____
- Corporate/Public Contribution \$ _____
(Includes contributions of money, materials or professional services
from public or private corporations, or professional services provided
by a licensed consultant)

II. Total Cost of Proposed Project (Please add items B and C) \$ _____

D. What assurance does the association provide to the City of Fort Lauderdale that funds are available? Attach copies of association's current bank statements, Letter(s) of Intent from private/public contributions **and/or fundraising plan**.

E. Has the association received funding assistance from the City in the past?

Yes/No: _____

F. Will the association partner with an outside public or private organization to complete this project (i.e., Broward County, State of Florida, ABC Landscaping, etc.)?

Yes/No: _____

If yes, please provide the organization's name _____

G. What is the organization's role in the development (i.e., funding) or construction of this project?

City of Fort Lauderdale BCIP and BCIGP
Application for Fiscal Year 2003/2004

Letter of Intent

This letter shall confirm that, _____ will participate as a
(Public/Private Organization or Individual Name)
partner with the _____ in the implementation of
(Name of Business Association)
their BCIP/BCIGP project.

Please Print:

Name: _____

Company: _____

Address: _____

Email: _____ Telephone Number: _____

The contribution will consist of the following: (Please check all that apply)

☐ Cash: \$ _____

☐ Materials/Equipment: (Indicate the amount and value of the items being donated. Please use additional sheets if necessary.) _____

☐ Professional Services: (Please indicate the type of service being rendered.)

The market value for professional services rendered is \$_____ at a rate of
\$_____ per hour. The total number of hours being donated is _____.

Please note: If professional services are being rendered for architectural, electrical, landscape and/or irrigation design, the design plans submitted must comply with the City's CADD standards and must include project specifications and construction documents for full credit.

Signature: _____ **Date:** _____

City of Fort Lauderdale BCIP and BCIGP
Application for Fiscal Year 2003/2004

Letter of Support/Agreement

Required for all capital improvements proposed under the Business Capital Improvement Program and Business Capital Improvement Grant Program (i.e., landscape, sidewalks, entrance signs, irrigation, curbing, lighting, swale reclamation, etc. Exceptions: brick paver crosswalks and median islands)

This letter shall confirm that I, _____, am the
(Name of Property Owner - Please Print)

property owner of the parcel located at _____.

Members of the _____ business association have solicited my authorization and support for the construction of a business capital improvement project they are seeking to implement in the public right-of-way, immediately adjacent to my property.

Project Description: (This section to be completed by the association - Please Type or Print.)

I acknowledge that the scope of the project has been explained to me and I offer my full support for the proposed project as outlined above. I do hereby consent to the improvements that will be installed in the City's right-of-way, immediately abutting my property.

Owner's Signature: _____ Date: _____

Phone Number: _____

Agreement to Sign an Easement Deed

There are certain capital improvements that require the execution of an easement deed before the project can be constructed in the City's right-of-way. The property owner(s) whose property immediately abuts the improvements must sign the easement deed(s). These are capital improvements that do not normally serve the general welfare of the public such as, entranceway guardhouses, monuments or columns/pillars.

Should the project warrant the execution of an easement deed for the area identified above, I _____, hereby declare that I will agree to sign an easement deed, subject to review and approval of the final drawings and plans.

Owner's Signature: _____ Date: _____

SECTION IV: PROJECT MAINTENANCE

- A.** What maintenance responsibilities will be assumed by the association after completion of the project and how will maintenance be funded?

- B.** How will the improvements be maintained? How will this be guaranteed?
Please include an outline of the maintenance schedule below:

Please note: If the association seeks maintenance assistance from the City's Parks and Recreation Department for improvements that will be installed in a business park or median island, a letter of commitment from the Parks Superintendent must be obtained by the association and submitted with the application.

City of Fort Lauderdale BCIP and BCIGP
Application for Fiscal Year 2003/2004

MAINTENANCE AGREEMENT
BETWEEN THE
CITY OF FORT LAUDERDALE AND

BUSINESS ASSOCIATION

As established by the City Commission and cited in the 2003/2004 BCIP/BCIGP Guide, any repairs and/or regular maintenance needed in connection with the project located at:

will be remedied by the business association. We further understand that if the project is in need of repair or the maintenance falls below satisfactory conditions, the City of Fort Lauderdale reserves the right to remove the capital improvements for which the business capital improvement funds were granted.

Description of Project:

Association will be responsible for conducting the following regular maintenance, as appropriate:

Special maintenance services to be provided by the association: (N/A, if not applicable)

On behalf of the _____, business association, we, the undersigned, have read the BCIP/BCIGP maintenance terms outlined in the 2003/2004 BCIP/BCIGP Guide and agree to the terms set forth herein.

Association President or Authorized Signature: _____ Date: _____

Association Representative or Project Manager: _____ Date: _____

BCIP/BCIGP Program Manager: _____ Date: _____

cc: Business Association Project File

Volunteer Pledge Sheet

Contact Phone Number:

Contact Phone Number:

Total Pledge Hours:

\$12 x Pledged Hours =

(Please total each page individually.)

2003/04 BCIP/BCIGP APPLICATION CHECKLIST



I have completed/secured all of the following items to be submitted with my BCIP/BCIGP Application:

- ☐ Application Form
(Submit one original and 13 copies (14 sets total) of the completed application and all supporting documents. Attach supporting documents to the back of each application. Bind each of the 14 completed sets individually and submit all sets together. Include one photograph of the project site(s) with each copy of the application. Failure to submit a complete application packet will be grounds for elimination from the grant process.)
- ☐ Current association minutes showing general membership approval for proposed project
- ☐ Letters of Project Support/Agreement
 - ☐ Current Board Members and Directors
 - ☐ Adjacent Property Owner(s)
 - ☐ Adjacent Homeowner Association (if applicable)
- ☐ Current cost/bid estimate from contractor/vendor (optional)
- ☐ Association's not-for-profit corporation status with the State of Florida is current
- ☐ Corporation ID Number
- ☐ E.I.N. Number
- ☐ Proposed project budget (clearly outlined)
- ☐ Bank statement and/or fundraising plan
- ☐ Project location indicated
- ☐ Project description indicated
- ☐ Funding request and match clearly identified
 - ☐ Cash ☐ Materials
 - ☐ Sweat Equity ☐ Contributions
- ☐ Completed and signed Letter(s) of Intent from outside organizations providing contributions (if applicable)
- ☐ Completed Volunteer Pledge Sheet(s) (if applicable)
- ☐ Completed and signed Maintenance Agreement

Applications must be received no later than 3:00 p.m., Tuesday, September 30, 2003.

**City of Fort Lauderdale Public Services Department
Engineering and Architectural Bureau
100 N. Andrews Avenue, 5th Floor, Fort Lauderdale, FL 33301
Attention: Marisol Lotito, BCIP/BCIGP Program Manager
Phone: (954) 828-8954 • Email: MarisolL@ci.fort-lauderdale.fl.us**

Incomplete or late applications will not be considered and will be returned to the applicant.

Faxed copies or older versions of the grant application will not be accepted.